

Painter Foreman (T)

Painter Foreman

USDO Assistant (T)

USDO Assistant

Accounting Technician/Budget Analyst (T)

Accounting Technician/Budget Analyst

Security Investigator (T)

Security Investigator

FSN#2009/92 (T)

Painter Foreman

OPEN TO: All Interested Candidates

POSITION: Painter Foreman, FSN-5; FP-9, (Trainee)

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Work as the supervisor of Post's Painting Shop, consisting of six tradesmen to paint the interiors and exteriors of U.S. Government held properties. Perform works involved in the application of decorative and protective coating materials.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in building painting and construction work; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND THAI DRIVER'S LICENSE

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 20, 2009

FSN#2009/92

Painter Foreman

OPEN TO: All Interested Candidates

POSITION: Painter Foreman, FSN-6; FP-8

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter Foreman in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

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QUALIFICATIONS REQUIRED:

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(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Three years of direct experience in building painting and construction work plus six-month experience in supervisory level in the same trade; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to operate computer; (6) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 20, 2009

FSN#2009/102 (T)

USDO Assistant

OPEN TO: All Interested Candidates

POSITION: USDO Assistant, FSN-7; FP-7, Trainee

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for effective payroll and vendor payments in either electronic or printed check formats. Must be able to assume all disbursing authorities and duties of the U.S. Disbursing Officer (USDO) when necessary and for this particular position will be responsible for reconciling on daily basis. Be responsible for reviewing daily the Regional Financial Management Systems Assurance Process report (RSAP) to identify any discrepancies in payments that are being processed. Must perform backup roles for their team members whenever a team member is absent from work.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Finance, Accounting or related fields; (2) A minimum of two years prior experience working in accounting or finance; (3) Level IV (Fluent) speaking/reading/writing in English; (4) Must understand the significant financial support with knowledge of time zone differences, foreign currencies, banking regulation, banking operation, electronic bank messaging systems, and internal disbursing function; (5) Must have a standard knowledge of bank messaging systems; (6) Must process good computer skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: August 20, 2009

USDO Assistant

OPEN TO: All Interested Candidates

POSITION: USDO Assistant, FSN-8; FP-6

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Disbursing Assistant (Bank Reconciliation) at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

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QUALIFICATIONS REQUIRED:

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(1) Bachelor’s degree in Business Administration, Finance, Accounting or related fields; (2) A minimum of three years prior experience working in accounting or finance; (3) Level IV (Fluent) speaking/reading/writing in English; (4) Must understand the significant financial support with knowledge of time zone differences, foreign currencies, banking regulation, banking operation, electronic bank messaging systems, and internal disbursing function; (5) Must have a standard knowledge of bank messaging systems; (6) Must process good computer skills.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: August 20, 2009

FSN#2009/103 (T)

Accounting Technician/Budget Analyst

OPEN TO: All Interested Candidates

POSITION: Accounting Technician/Budget Analyst, FSN-6; FP-8 (Trainee)

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Accounting Technician/Budget Analyst in its Joint United States Military Advisory Group (Thailand) (JUSMAGTHAI), located Sathorn Road, Bangkok.

BASIC FUNCTION OF POSITION:

Is responsible for managing the Military Interdepartmental Purchase Request (MIPR) program for JUSMAGTHAI. Track, manage and report the expenditure of funds. Maintain the control records for all Department of Defense Agencies that send funding through JUSMAGTHAI. Prepare and examine travel and payroll vouchers, time and attendance reports, cash collection vouchers, and all supply requisition vouchers. Process all vouchers for submission.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in accounting, finance, or related business field; (2) Three years experience in financial management field, specifically budget analysis and program accounting; (3) Level IV (Fluent) speaking/reading/writing English, and Level III (Good working knowledge) speaking/reading/writing Thai; (4) Must be able to apply judgment to the solution of financial problems; (5) Initiative and tact in dealing with numerous outside agencies and headquarter; (6) Ability to design and use spreadsheet and database files.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: August 20, 2009

FSN#2009/103

Accounting Technician/Budget Analyst

OPEN TO: All interested candidates

POSITION: Accounting Technician/Budget Analyst, FSN-7; FP-7

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

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Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in accounting, finance, or related business field; **(2)** Three years experience in financial management field, specifically budget analysis and program accounting; **(3)** Level IV (Fluent) speaking/reading/writing English, and Level III (Good working knowledge) speaking/reading/writing Thai; **(4)** Must be able to apply judgment to the solution of financial problems; **(5)** Initiative and tact in dealing with numerous outside agencies and headquarter; **(6)** Ability to design and use spreadsheet and database files.

SELECTION PROCESS:

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CLOSING DATE FOR THE POSITION: August 20, 2009

FSN#2009/104 (T)

Security Investigator

OPEN TO: All Interested Candidates

POSITION: Security Investigator, FSN-7; FP-7 Trainee

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for completing personnel security investigations on member of the Mission Foreign Service National workforce.

Responsible for conducting official investigations as directed by and the RSO office. Responsible for coordinate the supervisor of the Mission security force, local guards and police support, at the direction of the RSO. Responsible for effective liaison with host country security officials and organizations and the Embassy security office.

QUALIFICATIONS REQUIRED:

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(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement is required; (2) At least two years' progressively responsible experience in investigative work with military, police or private security organization; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must possess ability to conduct interviews using interpersonal skills to elicit cooperation during investigations and verbal skills to conduct negotiations in the coordination of security operations; (5) Must possess knowledge of Thai Government agencies, civil and criminal law and regulations; (6) Must possess ability to use a personal computer i.e. ACCESS (standard), MS Word (standard), MS Excel.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: August 20, 2009

FSN#2009/104

Security Investigator

OPEN TO: All Interested Candidates

POSITION: Security Investigator, FSN-8; FP-6

OPENING DATE: August 7, 2009

CLOSING DATE: August 20, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

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